# **GO Quick Guide**



# **Accessing GO With an RSA Soft Token**

The Global OpenNet (GO) system can be accessed with an RSA Soft Token that is uploaded to a BlackBerry device. Once properly set up, users will utilize 1) their OpenNet Username and Password and 2) the PIN generated on the BlackBerry device in conjunction with the Token passcode to access the GO system. Access to this system must be performed using their desktop or laptop computer.

**NOTE:** Only Centrally Managed Department of State BlackBerry devices will be able to utilize RSA Software.

Global OpenNet (GO) users must provide the following information to access the system:

- 1. OpenNet Username
- 2. OpenNet Password
- 3. RSA or Fob passcode

Before logging into the GO system, it is necessary to follow this preliminary system setup procedure. Please go through these initial steps before performing any of the procedures that follow later in this document.

NOTE: Although this "Quick Guide – Accessing GO with an RSA Soft Token" provides information for all GO users, for complete instructions on using a Mac system to access GO, click on the following link: "GO User Guide for Mac".

# 1.1. GO System Access and Setup

# 1. Access the GO System by opening your browser and entering <a href="http://go.state.gov">http://go.state.gov</a>. On the GO Home Page, in the menu on the left side of the page, select "Required System Setup"; which will bring up the information shown on the right side of the screen shown here.

**NOTE:** For complete instructions on using a Mac system to access GO, click on the following link: "GO User Guide for Mac".

# Screen U.S. Department of State Global OpenNet Nosk Mode Faq Go User Guides Required System Setup The Global OpenNet System requires the following settings / components: For help, please contact the IT Service Center (ITISC) at 1-877246-9493 if you need assistance after you have completed the installation steps as outlined in the install citix Plug-in install Java Install Printing Software U.S. Department of State - Global OpenNet Install Printing Software U.S. Department of State - Global OpenNet

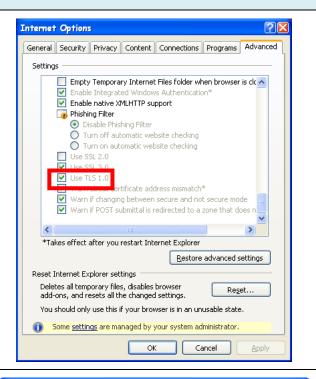
**Steps** 

### **Steps** Screen

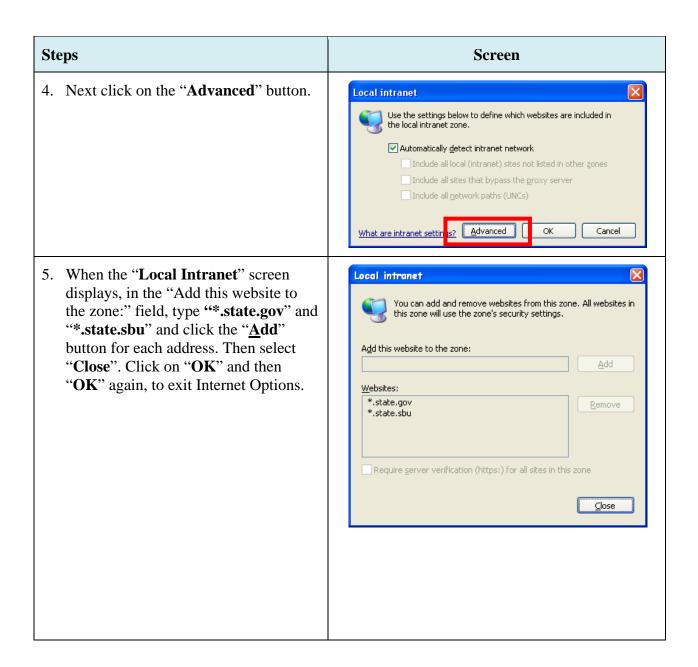
Ensure TLS v1.0 is enabled in your browser. To do this, in Internet Explorer navigate to "Tools" > "Internet Options", and then select the "Advanced Tab", and check mark "Use TLS v1.0" if it is not already check marked, as shown in the screen to the right. Click on the "Apply" button.

All screens are from Windows Internet Explorer. If you are using Mozilla Firefox, Google Chrome, or another web browser, equivalent "Internet Options" screens with equivalent "Advanced" settings can be displayed.

3. Next, in the same "Internet Options" window, click on the "Security" Tab, and in the "Select a zone..." field near the top, click on the "Local Intranet" icon, and then click on the "Sites" button.







Steps Screen

- 6. Return to the "Required System Setup" screen, and under the correct column, either Windows or MAC, click on the "Java" (Windows only) and "Citrix" (Windows and Mac) items to install them in your system. Follow the on screen setup instructions when installing Java and Citrix:
  - Install Java (<u>www.java.com/</u> <u>en/download/manual.jsp</u>)
  - Install Citrix Plug-In

NOTE to MAC users: to make sure that pop-up windows are allowed, display the "Safari" menu in the browser and uncheck "Block Pop-Up Windows". For detailed Mac instructions, see "GO User Guide for Mac".

**NOTE:** Wait to install "Printing Software" until after you have successfully logged in.



## 1.2. Log In With an RSA Soft Token (On Your BlackBerry)

### 1.2.1. Installing an RSA Soft Token on Your BlackBerry

Perform the one-time steps below to install the RSA Soft Token on your BlackBerry device.

**NOTE:** Exact screens will be determined by the model of BlackBerry device you have; e.g. in some cases the **Download** folder referenced below will be the **Applications** folder.

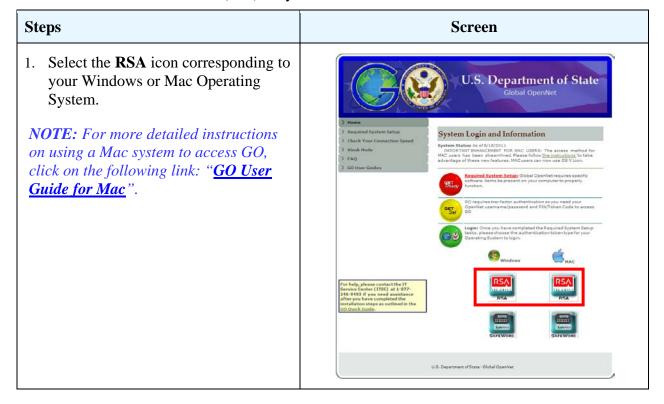
Steps		Screen
1.	Before logging into the GO System with your Soft Token, you must first download the token onto your BlackBerry device. These steps are performed one time. After you have completed the steps in this section, continue onto Section 2.4.2 below.	Passcode  0068 1396  21 Mar secure  0
2.	Navigate to the <b>Downloads</b> folder on your BlackBerry and open your Downloads folder.	The state of the s
3.	Select the RSA SecurID icon.	RSA SecurID
4.	Now press the Menu button on the BlackBerry device—you will then be asked to accept the license agreement. Scroll to "Accept" and press the trackball to accept the licensing agreement.	

Steps	Screen
5. Close the RSA application and open your email inbox on your BlackBerry device.	The state of the s
<ul><li>6. Open the email message which contains your software token.</li><li>7. Scroll down to the bottom of the email message where the token appears. Put your cursor next to the token</li></ul>	Graham, Theodore RSA Token for You  Charlotte Brady Bold Press release  October 22, 2010  Vujasinovic, Vuki FW: DOCUMENTS FOR FLYNN/DAVID T  Jennifer Jefferys Your interests for IDF  Vujasinovic, Vuki 10:12a
<ul> <li>8. Press the Menu button on the BlackBerry device and scroll down to select Import Token.</li> <li>9. Enter the security password that was given to you in a separate email.</li> <li>10. Once the security password is entered successfully, you have completed the installation of the RSA Soft Token on your BlackBerry device.</li> <li>NOTE: This security password is entered only during the initial installation of the RSA software.</li> </ul>	Reacter Community States

Steps	Screen
11. Whenever you click on the RSA SecurID icon (depending upon your device, located in either the Downloads or Applications folder), the RSA software generates a random number, that you will use (along with your RSA Soft Token Pin) to logon to GO.  12. Now please continue on to Section 1.2.2 to create your RSA Soft Token Pin.  NOTE: The number generated will display for approximately 60 seconds. If you need another number, just click	SecuriD'  Securi

# 1.2.2. Creating your RSA Soft Token PIN

Once you have performed the one-time procedures in the previous section, you can create the Personal Identification Number (PIN) for your RSA Soft Token.



### Steps Screen 2. Enter your OpenNet Username and U.S. DEPARTMENT OF STATE Password. Global OpenNet OpenNet Password Sign In 3. Return to your BlackBerry device and, depending upon your device, SecuriD navigate to either the **Downloads** or Applications folder. Select the RSA **SecureID** icon and the application automatically generates a one-time passcode. This passcode changes every 60 seconds. 4. Enter this token passcode only into U.S. DEPARTMENT OF STATE the "PIN + Token Passcode (RSA)" Global OpenNet field and select Login. Enter this passcode into the PIN + Token Code User Name field and select Sign In. PIN + Token Code **NOTE**: Entering your token passcode Sign In without a PIN is valid initially to create your PIN. Once your PIN is created, and for all subsequent logons, User Name Jane Doe you will need to enter the PIN + \*\*\*\*\* OpenNet Password passcode as documented in Step 6 PIN + Token Code below. 5. You will be prompted to create a new 6 digit PIN. Enter it twice and select Save PIN. **Instant Virtual Extranet** ust create a new Personal Identification Number (PIN) before you can sign in. Your PIN should be 6 characters long. Be sure to remember your PIN, because you need it to sign in If you decide not to create a new PIN now, click Cancel. Save PIN Cancel

### **Steps** Screen 6. Enter your OpenNet Username and U.S. DEPARTMENT OF STATE Password and, in the PIN + Token Global OpenNet Code field, enter the PIN you just created and the one-time passcode and select Sign In. OpenNet Password PIN + Token Code **Example:** If your PIN is 123456 and the passcode displayed is 12345678, Sign In then you would enter 12345612345678 in the **PIN** + **Token** Code field. Jane Doe User Name \*\*\*\*\*\* OpenNet Password **NOTE:** To continue logging in to GO, PIN + Token Code

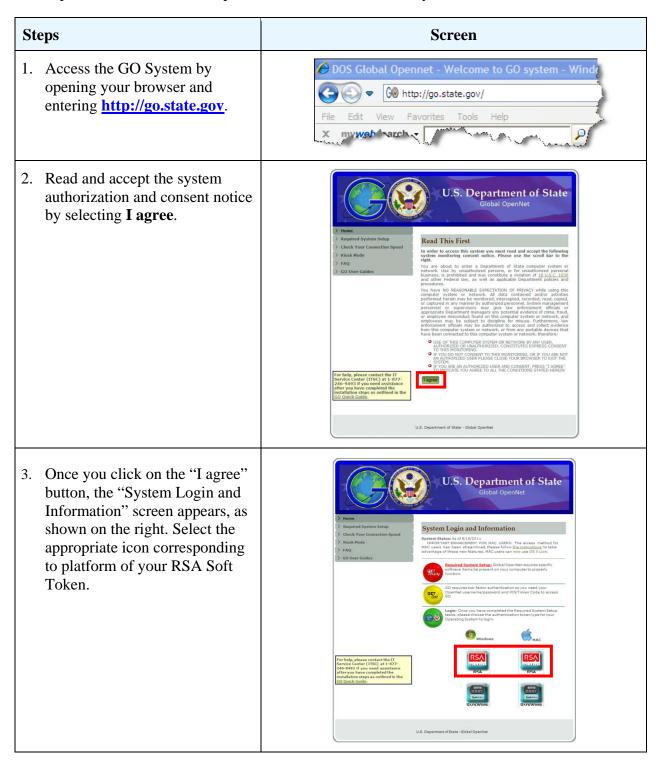
please continue with Section 1.3, Step 5

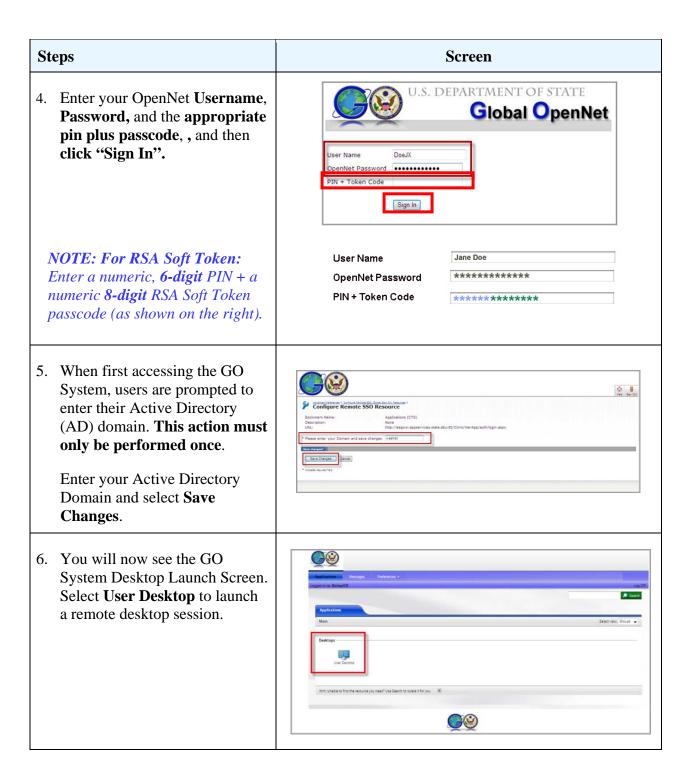
below.

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### 1.3. Completing Access to GO with Your RSA Soft Token

To complete access with your RSA Soft Token, you must login with the appropriate PIN and Token passcode. Perform the steps below to access to the GO System.





### **Steps** Screen 7. Also when first accessing the GO System, users are prompted to install the "Juniper SetupClient.cab" add-on. This action must only be performed once. Next, click "Always" if prompted to complete the installation. 8. The User Desktop will now launch (the first time may take up to 5 minutes – be patient!); thereafter the Desktop may take up to 30 seconds to display, depending upon your connection). You may now access applications either from the Start menu or from the User Desktop itself. **NOTE:** The initial GO desktop will display with only the Recycle Bin. You may customize by adding application icons and changing some of your desktop settings as

you would your Windows desktop.

**Steps** Screen 9. Your desktop operates in the same way as your OpenNet desktop. Select the **Start** menu to display all available applications. **NOTE:** It is very important to Log Off properly after using the GO system. Always "Log Off" using both Step 10 and Step 11. 10. First, to **log out** of the **User Desktop**, you *must* use the following method: 1. Click on the **Log off** button in the Start menu (lower left).

# Steps Screen 11. Second, to end your remote session, click on the "Log Off" Log Off | **button** on the upper right, as shown in the figure on the right. Microsoft Word Always use the "Log Off" button to terminate a session. Hint: Unable to find the resource you need? Use Search to locate it for you.

### 1.4. Mapping a Network Drive

Your H (Home Directory) network drive should already be available. However, if after following steps 1 and 2 below to check mapped drives, the additional drives you need do not appear, proceed with mapping. You will need the **correct network drive path.** When asked to select a drive letter, you can select any *available* letter from I thru Z.

**IMPORTANT:** Before you attempt to "map" to a network drive, you will need the correct drive path, which you can obtain while logged on to your office OpenNet computer. To do so, right click on "My Computer" and then click on "Explore"—the Network Drives will be listed on the right, with the path included:

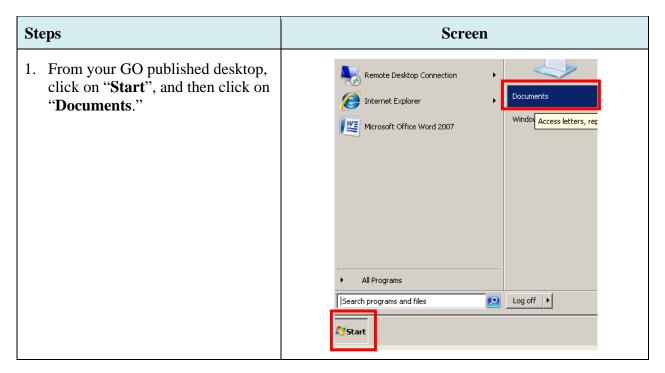
**Example:** If the path shown is:

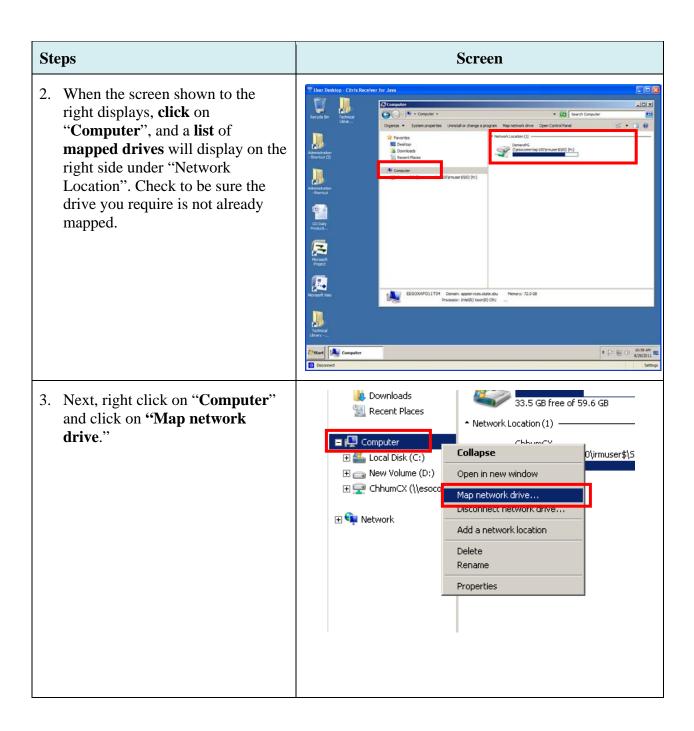
POL on 'dosintus.domain.state.sbu\tappublic\$\Officeshare\$' (P:)

The network drive path you would type to map your network drive in GO is: \\dosintus.domain.state.sbu\tappublic\Officeshare\POL

**SUGGESTION:** Once you know the network drive path(s) to your additional office share(s) etc., you can **email yourself** your drive path/network share path, and when opening the email up in GO, you will have the drive path available to copy/paste when mapping your network drive while in GO. Otherwise, if you are not sure what drive path to use, please obtain the correct path from your local IRM systems staff or local system administrator, prior to attempting to map to additional network drives.

**NOTE:** Drive letters A - H are reserved for system mapping and should not be used.



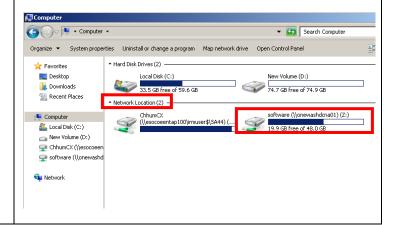


### Steps Screen

- 4. GO should automatically map users to their Network Drive/folder that they use at work. However, if your personal H: drive is not available, or you wish to connect to additional folders for common Office Files etc., follow these steps:
  - Select a drive letter that has not been used. (Drive letters A

     H are reserved for system mapping and should not be used when mapping additional drives.)
  - Type in the network path to the drive on the Folder field (the path in the screen on the right, 'dosintus.domain.state.sbu\tappublic\$\Offi cshare', is only an example).
  - Check the "Reconnect at logon" box if you want this drive to automatically map every time you are logged into GO.
  - Then click Finish.
- 5. Your mapped network drive should now appear under the "**Network location**."

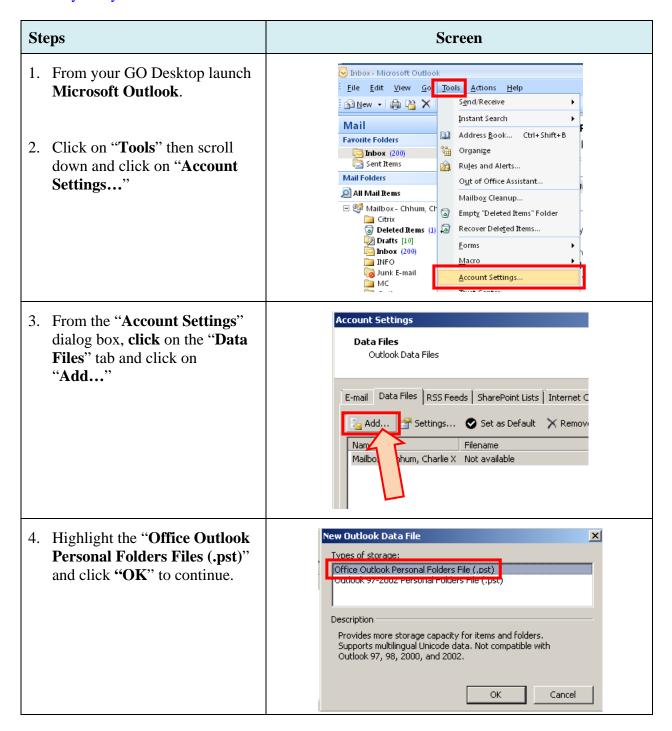


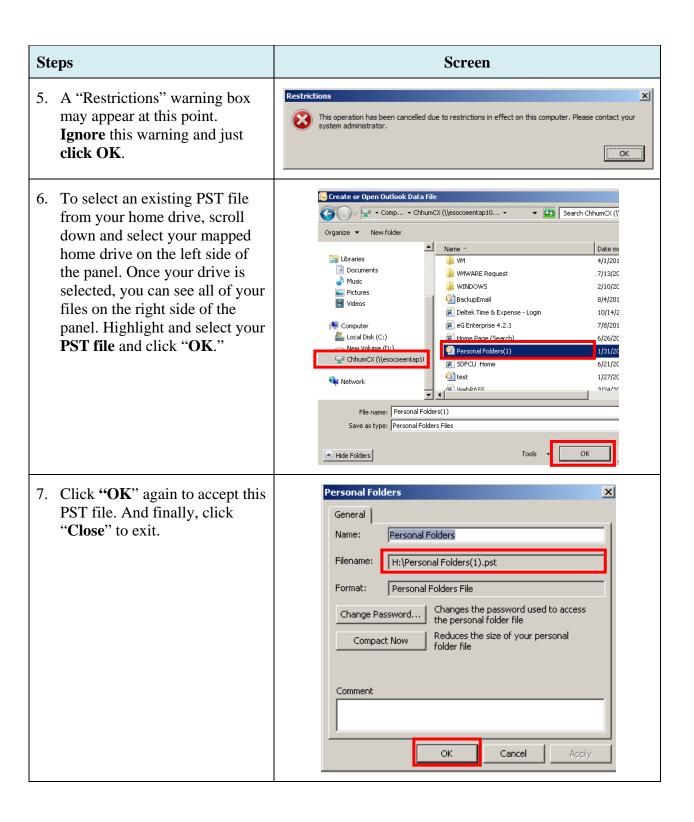


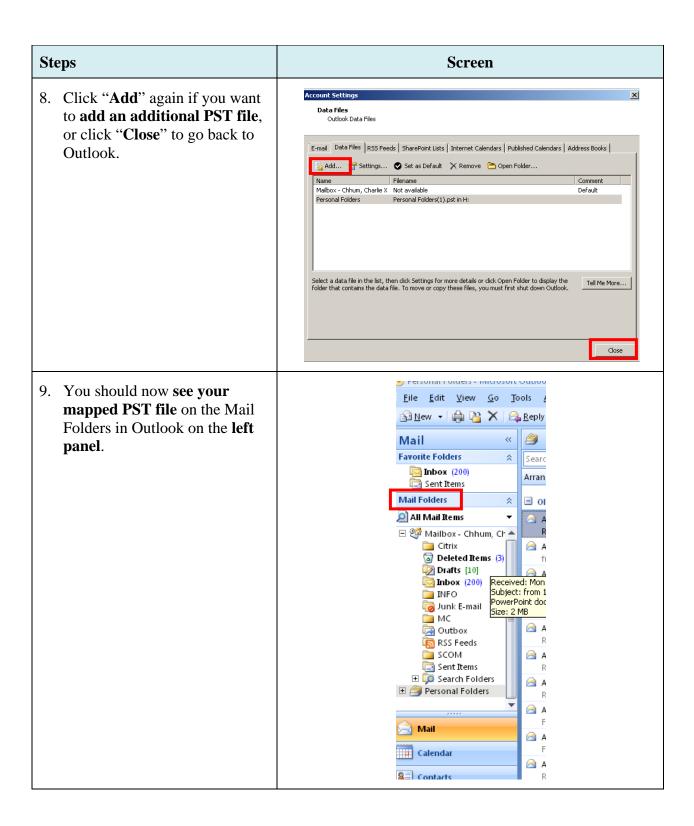
### 1.5. Connecting to a PST File

In order to connect to a PST file, which is a Personal Folder file (.pst) in Outlook, you should have available the **path** to your **Network folder** *and* the **location of** your **PST files**. The path to your Network folder may be needed if it was not automatically mapped when accessing GO.

**Important:** Refer to section "1.4 Mapping a Network Drive" above for information on obtaining the drive path/network folder path required by using your office Desktop computer. Otherwise contact your system administrator.

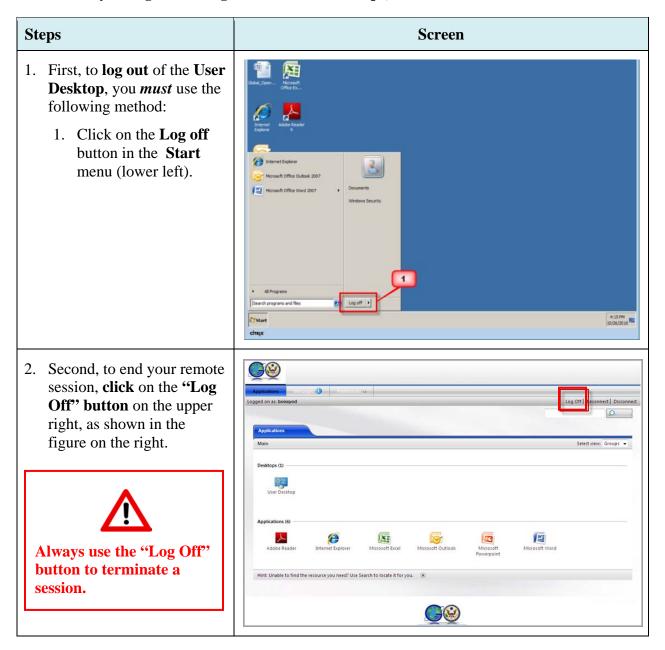






### 1.6. GO System Log-off

It is very important to Log Off after using the GO system. Otherwise, the session will remain open in the system, tying up servers and blocking access for others, and possibly compromising security. There are two important steps to complete Log Off, as shown in Step 1 and Step 2 below. Always "Log Off" using both of these two steps, in the order and the manner shown.



### **Steps** Screen 3. The GO Home Page screen shown here is displayed to U.S. Department of State confirm the successful exit Global OpenNet from the GO system. 4. Close the GO Home Page, Read This First by selecting "Close Tab" In order to access this system you must read and accept the following system monitoring consent notice. Please use the scroll bar to the right. > Kiosk Mode > FAQ right. You are about to enter a Department of State computer system or network. Use by unauthorized persons, or for unauthorized personal business, is prohibited and may constitute a violation of <u>8. U.S.C.</u> 1030 and other Federal law, as well as applicable Department policies and procedures. from the File menu, or > GO User Guides clicking the X in the upper right of the screen.

USE OF THIS COMPUTER SYSTEM OR NETWORK BY ANY USER, AUTHORIZED OR NAUTHORIZED, CONSTITUTES EXPRESS CONSENT TO THIS MONITORING.

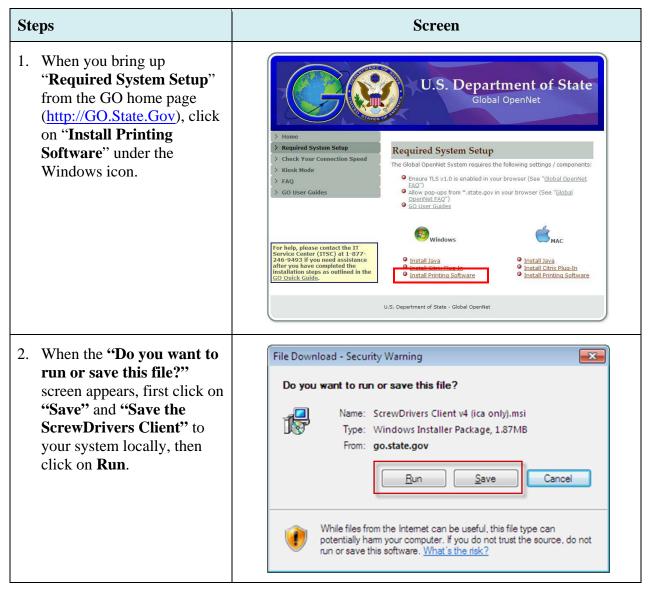
IF YOU DO NOT CONSENT TO THIS MONITORING, OR IF YOU ARE NOT SYSTEM, RIZED USER PLEASE CLOSE YOUR BROWSER TO EXIT THE SYSTEM.

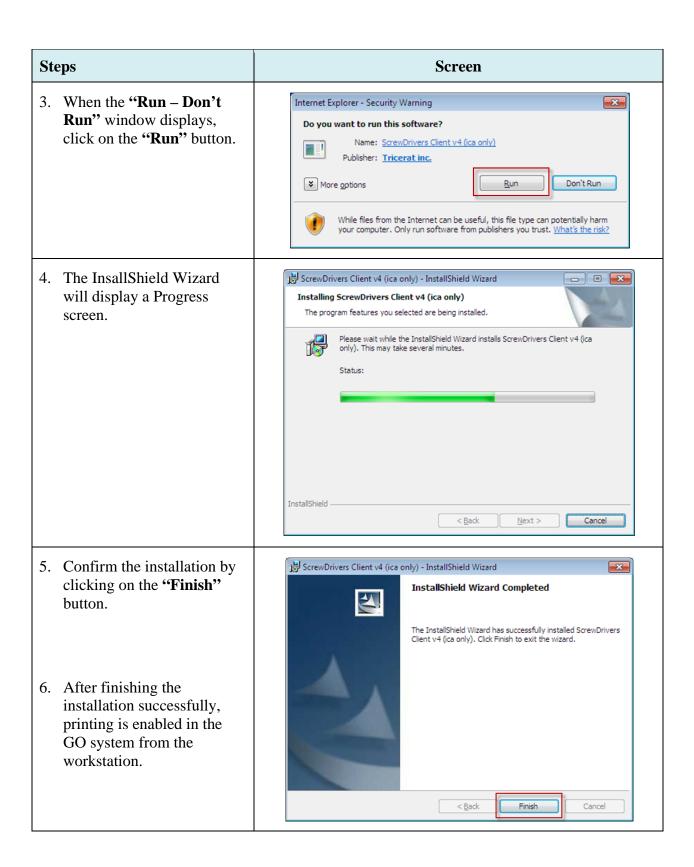
IF YOU ARE AN AUTHORIZED USER AND CONSENT, PRESS 'I AGREE' TO INDICATE YOU ARE AN AUTHORIZED USER AND CONSENT, PRESS 'I AGREE' TO INDICATE YOU ARE NOT AUTHORIZED.

### 1.7. Install Printing Software

### 1.7.1.Install Printing Software for Windows

After successfully logging into the GO system, you can then install the printing software. The GO user can install printing software for Windows-based computers from the same "Required System Setup" page. Printing software for Mac is discussed in Section 1.7.2.





### 1.7.2.Install Printing Software for Macintosh

After successfully logging into the GO system, you can then install the printing software. The GO user can install printing software for Macintosh computers from the same "Required System Setup" page.

**NOTE:** For complete instructions on using a Mac system to access GO, click on the following link: "GO User Guide for Mac".

